

# OUTLINE OF CORE REVIEW AND ANNUAL REPORT

School of Medicine  
Research Core Facilities Committee  
December 2004

1. **Introduction:**  
General description of the Core and its mission
2. **Summary of Activities and Accomplishments**  
Since the last annual review.
3. **Services Offered:**  
Information  
Accessibility - Web Page
4. **User Fees**  
Historical and projected  
Method for determining user fees  
Means used to maintain fees as low as possible.
5. **Administrative Structure of the Core:**  
Management Structure  
Advisory Committee  
Records/Minutes of Advisory Committee Meetings
6. **Resources:**  
Space utilized (location and square footage)  
Major Equipment (inventory)
7. **Utilization of Services** (historical, during the last year and projected)
8. **Effectiveness Measures:**  
Measures to assess quality of service:
  - Analysis of user satisfaction
  - Timelines of services
  - User Fees – historical and projected by fiscal year
  - Cost comparison with commercial pricing
  - Other parametersAre services duplicated by other Cores?
  - Medical School
  - Elsewhere on campus
  - Commercially
9. **Budget** (historical, present FY budget and projections for next FY):  
FinMIS twenty-two digit account number  
Income – source and annual total

Expenditures – category and total  
Personnel – itemize by role and include salary and effort  
Surplus/Deficit

10. **Future Plans:**
  - New Initiatives
  - Resource Requirements
    - Space
    - Funds